

**Review of the Teacher's License Renewal Report\***

<b>SECTION</b>	<b>WHAT TO DO</b>	<b>WHAT TO SUBMIT</b>	<b># OF PAGES</b>
<b>Section 1: Teacher Background/ Transmittal</b>	<ul style="list-style-type: none"> <li>✓ Assemble all requested information</li> <li>✓ List the titles of student and educator standards your plan will cover</li> </ul>	This form	1-2
<b>Section 2: Professional Growth Plan: Goals</b>	<ul style="list-style-type: none"> <li>✓ Select three different INTASC Core Principles and related standards for three different goals</li> <li>✓ State three goals and answer the questions related to them</li> </ul>	This form (one page per goal)	3-6
<b>Section 3: Professional Growth Plan: Anticipated Experiences</b>	<ul style="list-style-type: none"> <li>✓ Determine the types of experiences you expect to use to help you achieve your goals</li> <li>✓ Determine the types of evidence that would help you decide the extent to which you did achieve your goals</li> </ul>	This form	1-2
<b>Section 4: Professional Growth Experience Log</b>	<ul style="list-style-type: none"> <li>✓ Enter each Professional Growth Experience in your log</li> <li>✓ Determine the number of points earned for each experience</li> </ul>	This form	1+ (as needed)
<b>Section 5 Professional Growth Experience Documentation</b>	<ul style="list-style-type: none"> <li>✓ Assemble all official documentation of your experiences</li> <li>✓ If an official document is not available, obtain a verification signature on the form provided</li> </ul>	Any official documentation that certifies successful completion of a Professional Growth Experience, or This form (if needed)	1+ (as needed)
<b>Section 6 Goal Attainment Summary: Self- Assessment</b>	<ul style="list-style-type: none"> <li>✓ Rate your own attainment of each goal on a scale from "0" to "3"</li> <li>✓ Write a concise reflection on the attainment of each goal</li> </ul>	This form	3-6
<b>Section 7 Goal Attainment Summary: Team Assessment (optional)</b>	<ul style="list-style-type: none"> <li>✓ Ask your Professional Growth Team members to collectively rate your attainment of each goal on a scale from "0" to "3"</li> <li>✓ Ask your team members to collectively write a concise narrative on the attainment of each goal</li> </ul>	This form	3-6 (required <u>if</u> team used)
<b>Section 8 PGP &amp; Experiences Reflection</b>	<ul style="list-style-type: none"> <li>✓ Write a concise reflection on the attainment of the Professional Growth Plan as a whole.</li> </ul>	This form	1-2

**TOTAL LICENSE RENEWAL REPORT PAGES = 14-25**

\* **NOTE:** Successful completion of this report can be used to renew only instructional licenses.

## COVER SHEET

### TEACHER LICENSE RENEWAL REPORT

**Directions:** Complete this form and place it as the first page of your License Renewal Report. Secure all submitted papers with a staple or binder clip in the upper left corner. **DO NOT submit materials in a binder or notebook. Please retain a photocopy of the entire submission for your personal files.** Completed reports should be submitted to

**Indiana Professional Standards Board  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-1953**

#### Teacher Attestation:

- This license renewal report has been submitted as one of the requirements for the renewal of an Indiana Standard or Proficient Practitioner License.
- I am the sole author of any reflections and commentaries included in this document.
- There is no plagiarized material in this report.
- I understand that the information in this report is subject to audit verification and I give the Indiana Professional Standards Board or its designee authority to contact any individual or organization as may be required to verify the information.
- I understand that any falsification of the material submitted will result in rejection of the entire report and that a license may be revoked or suspended if the submitted materials are fraudulent (515 IAC 1-2-18(b)(1)).
- I understand that, once the report is submitted, all of the included information and documents are retained by the Indiana Professional Standards Board and will not be returned to me.
- I understand that, if I am a holder of a Rules 46-47 License and I submit this report for license renewal, I will be required to use this option for all future license renewals (insert code citation from Rule 7 when final).

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Teacher's Printed Name

\_\_\_\_\_  
Instructional License Number

Address to which the License Renewal Certificate is to be mailed:

**Name:** \_\_\_\_\_

**Street Address and Apt. No.** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code (including 4 digits):** \_\_\_\_\_ - \_\_\_\_\_

**Please Note:** Certificates are mailed within 60 days of the receipt of the **complete** License Renewal Report. Submission of incomplete or handwritten reports will significantly delay the review of materials.